



# Pay Pool Administrator Advisory

2015-05

Issue Date: October 20, 2015

**Topic:** Using Mandatory Objectives for Contribution Planning

**Discussion:** The option to assign mandatory objectives in the Contribution Planning module was released as an enhancement for CAS2Net last fall. As a reminder, Mandatory Objectives is a separate textbox with a 6,000 character limit. Mandatory DoD-wide or Component-directed mandatory objectives may be assigned to specified employees by the supervisor and documented in this section.

**Action:** Advise your pay pool managers that the mandatory objectives feature in the Contribution Planning module in CAS2Net is available. If your pay pool will use this option, click on “Data Maintenance” on the Pay Pool Administrator Menu in CAS2Net, select “Maintain Pay Pool”, and click on the radio button for “Yes” on the next webpage to turn on the feature and select “Update”.

Advise the supervisors that:

- 1) Supervisors are the only users who can populate the Mandatory Objectives textbox. The Mandatory Objectives are read-only to employees. The employee may not edit or enter any input in the Mandatory Objectives textbox.
- 2) Individual Objectives may be entered and edited by both the employee or the supervisor until the supervisor indicates Contribution Planning is complete by selecting method and date of communication.

**NOTE:** If the pay pool administrator does not select “Yes” to turn the Mandatory Objectives feature on, then users will only see one objectives textbox on the Contribution Planning webpage. This textbox is enterable by both the employee and the supervisor.